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**Subject:** MA Subtask Process  
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**Attachments:** [image001.png](#)

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## MA Subtasks

The Emergency Support Function (ESF) primary agency tasked with an MA may subtask supporting Federal agencies if the primary agency determines they need additional support. Funding for subtasks comes from the primary agency's Mission Assignment.

The primary agency:

- Subtasks a support agency directly. As a support agency for other emergency functions, agencies may receive subtasks.
- Documents the agency subtasking on a Mission Assignment Subtasking Request Form or other documentation.
- Provides a copy to the MA Manager.

## Primary and Support Agencies

The Federal Government groups most of its resources and capabilities, and those of certain private-sector and nongovernmental organizations, under 15 Emergency Support Functions (ESFs). (Note that MAs cannot be issued to private or nongovernmental organizations, only to Federal agencies.) ESFs align categories of resources and provide strategic objectives for their use. The National Response Framework identifies primary agencies on the basis of authorities and resources. Support agencies are assigned based on the availability of resources in a given functional area.

Each ESF has a primary agency designated as responsible for completing that ESF's mission when the agency is activated in an incident. The primary agency is responsible for providing Federal assistance as requested in the affected State. That assistance involves providing resources, in the form of goods and services, as requested and needed to respond to an incident.

Primary agencies notify and request assistance from support agencies, as appropriate, in carrying out the ESF mission. Primary agencies manage their Mission Assignments, and subtasks when applicable, as part of their role in providing Federal assistance.

## Contents of an MA Subtasking Request

The Subtasking Request form includes:

- The primary agency MA number.
- A Statement of Work to the support agency that stays within the same guidelines as the SOW on the referenced MA.
- A not-to-exceed cost estimate from the primary agency to the subtasked agency.
- Signatures and contact information of the point of contact (POC) for both the primary and support agencies.

*With Regards, Steve*



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"Frequently, my thoughts get bored and walk  
down to my mouth. Often, this is a bad thing."